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From: BOOTH Philip
Sent: Tue 9/17/2013 3:21:01 PM
Subject: Grenfell PQQ
[Grenfell PQQ Expressions of Interest Log.xlsx](#)
[Grenfell PQQ Evaluation.xlsx](#)

Dear all,

I am sending this email to update you all on where we are with the PQQ applications and what the process will be from here.

I have attached a spread sheet that shows a list of companies who have requested a PQQ application form. The deadline for returning the questionnaires is this Friday, so on Friday 20th September I will email again with a list of the returns that we have received. I will bring a CD with the returns uploaded to our meeting on Tuesday 24th September.

I have also attached the spread sheet that we will use to mark the returns. As you can see, there is a separate tab for each application and this feeds back to the summary page. As you know, the majority of questions either ask for information to be submitted or are pass/fail. We will check the answers to these questions and send an updated spread sheet to you on Wednesday 25 September. This means we will not waste time by marking answers from companies that have failed earlier questions. To be clear, question 10.1 (which asks for references) is also pass/fail. We will add up the scores from the references and determine whether applicants have passed or failed this question. In order to pass they must have received at least 70 marks (out of a possible 130) and cannot have a "1" for any of the questions.

We will then mark the subjective questions (10.2 through 10.11) and send over the updated spread sheet with all of our scores on Friday 27 September. You should also mark these questions based on the marking criteria set out on Page 31 of the PQQ document, before our meeting on Tuesday 1 October (Claire – can you confirm availability for this date) so that we can then review and moderate the scores into a single combined score. Just to confirm, these questions are marked out of 5. In order to calculate the total score, each score out of 5 is divided by 5 and multiplied by the weighting for the question. The total score out of 100 is then calculated by totalling the individual scores.

We will keep notes while scoring, and you should do the same, so that we can explain the scores in the event of a challenge.

Please let me know if you have any queries,

Philip Booth



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